

Investing in Early Educators Stipend Program

Cycle 18A

Instructions and Application for Persons Working in Child Development Centers

A project of the Los Angeles County Child Care Planning Committee
Administered by the Office of Child Care

with funding from the California Department of Education/Early Education and Support Division (CDE/EESD)

New Requirement!

**All participants must also complete
a Confidential Profile for Direct
Service Participants Form.
Without this form your application
is incomplete.**

Permit Policy Change

*You may participate in the Investing in Early
Educators Stipend Program while taking classes
toward your Child Development Permit.*

*For information on earning a permit contact the
Commission on Teacher Credentialing (CTC) at
www.ctc.ca.gov, the Child Development Training
Consortium at www.childdevelopment.org or the
Child Development Department of your
Community College.*

INVESTING IN EARLY EDUCATORS STIPEND PROGRAM



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INVESTING IN EARLY EDUCATORS STIPEND PROGRAM – CYCLE 18A

For Persons Working in Child Development Centers

FUNDING FOR CYCLE 18 IS DEPENDENT ON THE AVAILABILITY OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF EDUCATION/EARLY EDUCATION AND SUPPORT DIVISION (CDE/EESD).

Instructions

Schedule for Stipend Program – Cycle 18	
Stipend Program Cycle 18 applications posted on the website at www.childcare.lacounty.gov	July 2016
Applications with supporting documents due:	Mail in: Thursday, October 20, 2016 (postmarked) Walk in: Thursday, October 27, 2016
Application Disqualification Letters mailed by:	Thursday, January 5, 2017
Appeal Letters for Application Disqualification due:	Thursday, January 19, 2017
Verification Forms mailed to eligible applicants by:	Wednesday, February 1, 2017
Verification Forms with supporting documents due:	Mail in: Thursday, March 9, 2017 (postmarked) Walk in: Thursday, March 16, 2017
Verification Disqualification Letters mailed by:	Tuesday, May 2, 2017
Appeal Letters for Verification Disqualification due:	Tuesday, May 16, 2017
Stipends sent to qualifying applicants:	June/July 2017

READ ALL INSTRUCTIONS CAREFULLY BEFORE AND WHILE COMPLETING THE APPLICATION AND PROVIDE ALL INFORMATION AND DOCUMENTS REQUESTED.

Overview

The *Investing in Early Educators Stipend Program* – funded by the California Department of Education/Early Education and Support Division (CDE/EESD), developed by the Los Angeles County Child Care Planning Committee and administered by the Office of Child Care – is designed to increase the retention and academic preparedness of teachers working in child development programs – centers and family child care homes – in which most of the children are subsidized by the CDE/EESD. In addition, the *Stipend Program* helps teachers work towards completing college coursework that informs their work with children and families, and contributes to a degree in child development or a closely related field.

The instructions serve as your guide for completing your application to the *Stipend Program*. It is critically important that you **read the instructions** carefully and provide all information and documents as requested. Note that each cycle is separate; therefore, you must submit all supporting documents requested for this cycle. **Applications that have missing information and/or missing documents will be considered incomplete and will not be reviewed.**

The instructions also provide you with information on the process leading up to awarding stipends, including the appeal process and a detailed timeline.

Applying to the *Stipend Program* is a two-part process:

- 1. Application:** determines that you meet the employment eligibility criteria.
- 2. Verification:** verifies that you have met the educational requirements, continue to meet the employment criteria, and determines your Child Development Permit status. **See Step 2, item 2 under Eligible Coursework for information.**

STEP 1: Determining Eligibility¹ (see note below)

To be eligible to apply for a stipend, you **must**:

1. Work in a California Department of Education/Early Education and Support Division (CDE/EESD)-contracted child development center, **OR**
2. Work in a licensed center in which the majority (51% or more) of the children receive a child care subsidy from the CDE/EESD-contracted agency at the time you submit your application; **AND**
3. Work directly teaching children as a teacher, teacher/director (those with dual roles), teacher aide/assistant, or substitute in the classroom on a consistent and continual basis at least 20 hours per week. If you are working in California State Preschool Program, you must work directly teaching children at least 15 hours per week, **AND**
4. Maintain employment at an eligible child development center located in the County of Los Angeles from August 1, 2016 through March 16, 2017; **AND**
5. Determine your Child Development Permit status issued by the California Commission on Teacher Credentialing (CTC) to be submitted with the Verification Form (see Schedule). **You may participate while working towards your permit.** See Step 2, Item 2 under **Eligible Coursework** for more information on obtaining or upgrading a permit.

STEP 2: Meeting the Educational Requirements

To earn a stipend, you **must**:

1. Complete at least three (3) semester units (4.5 quarter units) or a maximum of six (6) semester units (9 quarter units) of eligible coursework at a community college, college, or university; **AND**

Attention Bachelor Degree candidates: *For teachers taking one final class required to graduate with a BA/BS degree in child development or a closely related field, you may qualify for an additional graduation stipend with the coursework stipend as long as the completed class is the equivalent of at least three (3) quarter units. The units and the degree must be earned during the Stipend Program cycle.*

2. Complete the class(es) after March 31, 2016 and before March 31, 2017; **AND**
3. Pass the class(es) with a grade of “C” or better; **AND**
4. Submit your transcript(s) and Child Development Permit when requested with your Verification Form.

Eligible Coursework

All coursework must be unit-bearing and fulfill the requirements for a degree in child development. Extension or continuing education courses (CARE COURSES) are **not** eligible unless the applicant has a Bachelor Degree (BA/BS) or higher. If you have any questions regarding coursework eligible for the Stipend Program, you are encouraged to contact Renatta Cooper by telephone at (213) 974-9884 or by e-mail at rcoper@ceo.lacounty.gov.

¹ State law limits eligibility to the *Investing in Early Educators Stipend Program* to persons serving a majority of children receiving CDE/EESD subsidies. Staff working in Head Start Programs are ineligible to apply unless the classroom in which they work is blended with a State Preschool program.

Eligible coursework is limited to the following five categories:

1. If you are not proficient in English as indicated on your application, you may take English-as-a-Second-Language (ESL) classes at a community college if directed to do so by your college. This option is intended for applicants needing to improve their English language skills in order to enroll in college classes toward earning a degree in child development.
2. If you do not have a child development permit issued by the California Commission on Teacher Credentialing (CTC), you should take required child development classes, or the required general education courses. If you already have a permit, you may take classes needed to upgrade or renew your permit.

Note: If you do not have a permit, contact CTC by visiting their website at www.ctc.ca.gov. Click on “Credentialing”, then “Child Development Permits” and follow the instructions for obtaining or upgrading your permit. As an alternative, contact the child development department at your community college. Community colleges can often process permit applications more quickly than the CTC. In addition, the Child Development Training Consortium offers support to eligible persons applying for, renewing, or upgrading their permits; more information is available at www.childdevelopment.org.

3. If you do not have an Associate Degree (AA/AS), you should take child development, English, math or general education classes; or prerequisites to classes that are transferable for a degree in child development at a four year college. Check with an advisor at your college or university before enrolling in a class if you are not sure it is a prerequisite or transferable class.
4. If you are taking classes at a community college with the goal of transferring to a California State University (CSU) or University of California (UC) school, your educational program should indicate the AA-T or AS-T degree, whichever the school offers. This degree will insure that the classes you take are transferrable and will give you preferred enrollment at some colleges. You should check with an academic advisor at your college to make sure you are enrolled in the correct program and that your classes fit the requirements for your degree. Acceptable degrees for the Investing in Early Educators Stipend Program include: Early Childhood Education, Early Special Education, Child Psychology and Child Development.
5. If you have a BA/BS or higher, you should take college or university classes that are directly related to your work with children and families in a child development program. Sample topics include: special needs children, diversity, dual language learners, parent relations, adult supervision, program evaluation, and advanced child development. Unit bearing extension or continuing education courses can be counted as eligible only for individuals who already hold a BA/BS or higher.

If you meet the eligibility criteria **and** understand the educational requirements continue to Step 3.

STEP 3: Completing the Application

Be sure you have the correct application:

- If you work in a **child development center**, complete the application for **Cycle 18A**.
- If you work in a **family child care home**, complete the application for **Cycle 18B** (see separate instructions and application for **Cycle 18B**).

Section 1. Applicant Information

- When completing this application, fill in circles and boxes like this: ● ■ Not like this: ○ ◐ ◑ ◒ ◓ ◔
- Print one character per box using CAPS like this:

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- If the information is not applicable, leave blank.
- Enter your social security number (SSN) exactly as it appears on your card. All SSNs are verified with the Internal Revenue Service so accuracy is critical.
- Enter your full name in the appropriate box, exactly as it appears on your social security card and on the top of each page of your application.
- Enter **all** telephone numbers where we can reach you from 9:00 a.m. to 5:00 p.m. Monday through Friday.
- Enter your personal e-mail address. If you do not have an e-mail address, leave blank.
- Indicate if you have participated in the Stipend Program in previous cycles (Cycles 1 – 17) and whether your name and/or address have changed. **Stipend checks are not forwarded. Failure to keep a current address on file will result in significant delays in receiving your check.** If there has been a change in your name and/or address, you will need to submit certain documents as follows:
 - **Name change:** Submit a copy of the W-9 Form, Request for Taxpayer Identification Number and Certification (available for download from the Internal Revenue Service website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).
 - **Address change:** Complete and submit an Address Change Notification Form (available for download from the Office of Child Care website at www.childcare.lacounty.gov or call (213) 974-4674 to request the form) and a W-9 Form, Request for Taxpayer Identification Number and Certification (available for download from the Internal Revenue Service website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).

Section 2. Applicant Employment Information

- Your **Job Title** must have the word “teacher” in it, such as Preschool Teacher, Assistant Teacher, Associate Teacher, or Substitute Teacher. If your job title is “coordinator”, “supervisor, or “director”, you probably do not qualify for a stipend. However, job titles such as “teacher/director” are permissible. **If you work in a California State Preschool Program (CSPP) Part Day, add “CSPP-PD” to your title.**
- For **Name of the Child Development Center**, enter the name of the site where you work.
- For **Administered by**, enter the agency name, school district or company.
- The **Program Manager** is the manager overseeing the child development program, NOT the site supervisor. **Be sure to attach the Program Manager’s business card to your application.**

Section 3. Applicant Salary Information

- Complete information for your gross annual salary or gross monthly salary, whichever you can most accurately calculate.

Section 4. Program Manager's Certification

- It is your responsibility as the applicant to make sure that your Program Manager of the child development program completes this section, signs and dates it and matches the name that you entered in Section 2. **Be sure the Program Manager provides you with their business card to attach to your application.**
- There are two options to this section, depending on whether or not your program has a CDE/EESD-contract. Be sure your Child Development Program Manager completes only one portion of this section:
 - For CDE/EESD-contracted programs, **OR**
 - For programs that do not hold a contract with the CDE/EESD

Special instructions for programs that do not hold a contract with the CDE/EESD:

- *Enter the total number of children currently enrolled and of those children, the total number of **subsidized** children.*
- **Attach** to the application a copy of the most current agency provided attendance form for each subsidized child enrolled in your program. The attendance form should have both the agency's name and child's name on it. Write the stipend applicant's name on the upper right hand side of the document(s).
- **Attach** to the application a copy of the facility license.

Section 5. Applicant Certification and Signature

- Read and initial each of the seven statements of certification.
- Be sure to sign and date this section.

STEP 4: Submitting Your Application

1. Be sure that you have completed every section of the application and your name is entered at the top of each page. **It is highly recommended that you have someone review your application for you before you submit it.**
2. Be sure that your name is included at the top of the supporting documents.
3. Check to make sure that your Program Manager has completed, signed, and dated Section 4 and attached their business card.
4. If you work in a program that does not hold a contract with the CDE/EESD, be sure that you have attached a copy of the facility license **and** the most current agency provided attendance form for each subsidized child enrolled in your program. The attendance form should have both the agency name and the child's name on it. You will **not** be eligible for a stipend without these supporting documents.
5. Be sure that you have completed a **Confidential Profile for Direct Service Participants Form**. Without this form your application is incomplete.
6. **Make a copy of your completed application, including supporting documents, for your records.**

7. Submit your completed original application, with supporting documents if applicable, and a completed **Confidential Profile for Direct Service Participants Form**, in person or by U.S. mail, certified mail or Domestic Return Receipt, to:

Investing in Early Educators Stipend Program – Cycle 18A
Office of Child Care, SIB/CEO
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

Office Hours: 8:00 a.m. – 5:00 p.m.

Application due dates:

Mail in: Thursday, October 20, 2016 (postmarked)

Walk in: Thursday, October 27, 2016

DO NOT WAIT UNTIL THE DEADLINE TO APPLY!

- Applicants are encouraged to **apply early**. If you walk your application into the Office of Child Care, you will receive a stamp-dated receipt with all documents noted on the receipt.
- Persons submitting applications in person on behalf of several colleagues should request individual receipts per applicant.
- **Do not mail groups of applications in the same packet.**
- If you choose to mail your application, send it certified mail or Domestic Return Receipt.
- Faxed, late, or incomplete applications will not be considered.
- Stipend Program staff will not call to remind you to send missing information. This is your responsibility.

STEP 5: Application Review

1. Upon receipt of your application, *Stipend Program* staff will screen your application for completeness. Only complete applications will be fully reviewed. Applications that have missing information and/or missing supporting documents will not be reviewed.
2. Staff will review your complete application to ensure that you meet the eligibility criteria to participate.
3. If you are eligible, your information is entered into the *Stipend Program* database and a Verification Form with instructions will be sent to you by U.S. mail by **Wednesday, February 1, 2017**. If you do not receive a Verification Form by **mid-February 2017**, contact the Office of Child Care at (213) 974-4674.
4. If your application is incomplete or you are not eligible, you will be notified with an Application Disqualification Letter by U.S. mail in early **January 2017**. You may appeal this decision. Instructions for submitting a letter of appeal are outlined in Step 6 of these instructions.

Note: Due to the anticipated number of applications, the review process can take several weeks. Please **do not** call to ask about your application. Your Verification Form or letter of disqualification will serve as notice regarding your application.

STEP 6: Submitting a Letter of Appeal

- If you are disqualified, you may submit a letter of appeal. **Appeals must be submitted in writing.**

*An appeal is **not** the time to submit new information or supporting documents. Rather, it is an opportunity to prove that your application was complete, included the required supporting documents, was submitted by the due date, and you meet the eligibility criteria based on your original application.*

- Your letter of appeal should include the following information:
 - The date your appeal letter is written
 - Your full name and social security number (SSN) as written on your application
 - Reference to the reason you were disqualified as indicated in the letter you received from the Office of Child Care
 - A brief description of why you think the decision to disqualify your application is incorrect
 - A copy of your application and supporting documents **as submitted** by the due date
 - A copy of the receipt you were provided when you submitted your application in person or a copy of your certified mail receipt

Visit the [Investing in Early Educators Stipend Program](http://www.childcare.lacounty.gov) page on the Office of Child Care website at www.childcare.lacounty.gov to download a sample letter of appeal. The sample letter of appeal is provided to help guide you as you create your own letter.

- Make a copy of your letter of appeal and supporting documents for your records.
- Letters of appeal with supporting documents are due by Thursday, January 19, 2017 to:

Investing in Early Educators Stipend Program – Cycle 18A
Office of Child Care, SIB/CEO
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

- The Office of Child Care management team reviews appeals, including review of the original application. Decisions to grant or not grant the appeal, based on whether the applicant met the application requirements and deadlines, are made within two (2) weeks of receipt of the letter of appeal. The applicant will be notified of the decision by U.S. mail. **ALL DECISIONS ARE FINAL.**

For more information on the *Investing in Early Educators Stipend Program* and to download the instructions and application, visit www.childcare.lacounty.gov. Instructions and application forms are also available by contacting the Office of Child Care at (213) 974-4674.

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Name of Applicant _____

Section 1. Applicant Information (continued)

Work Site Street Address:

[illegible]

City:

[illegible]

State

Zip Code:

Work Telephone Number:

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Have you ever participated in the Investing in Early Educators Stipend Program? ☐ Yes ☐ No

If yes, have any of the following changed since you last participated? (Check all that apply):

☐ Name Change☐ Address Change

*If your name and/or address have changed, you will need to submit Address Change Notification and W-9 Form (Visit www.childcare.lacounty.gov and click on “Investing in Early Educator’s – Stipend Program to download the Address Change Notification and W-9 Form). Failure to keep current address on file will result in not receiving a **Verification Form** with instructions by **mid-February 2017**.*

***If you are awarded with a stipend check for Cycle 18, please fill in box for your delivery preference.**

☐ I would like my check mailed to me

☐ I will pick up my check at Office of Child Care

Section 2. Applicant Employment Information

Applicant's Job Title:

[illegible]

Date of hire with your current employer:

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Number of hours you spend each week
directly teaching children in a classroom

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per week

Employment Status (Check one): ☐ Full-time (30+ hours/week) ☐ Part-time (Less than 30 hours/week)

Name of Child Development Center/Work Site:

[illegible]

Child Development Program Manager's Name:

[illegible]

Child Development Program Manager's Telephone Number:

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Administered by (Name of agency, organization, or school district):

[illegible]



Name of Applicant _____

Section 3. Applicant Salary Information

(NOTE: The information in this section is being collected for statistical purposes only.)

Gross Annual Salary (Not including benefits):

To calculate: Multiply your gross monthly salary by the # of months worked per year OR multiply your weekly salary by the # of weeks you worked. Example: \$1,000 every 2 weeks x 2 = \$2,000 per month, x 9 months = \$18,000 per year.

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This information will not affect your stipend award.

Gross Hourly Wage (Not including benefits):

To calculate: Divide your gross weekly or monthly wage by the number of hours you worked.
Example: \$500 weekly salary \div 40 hours per week = \$12.50/hour.

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per hour

This information will not affect your stipend award.

Section 4. Program Manager's Certification – Please select the appropriate option.

A. For CDE/EESD-contracted programs

I certify the applicant is an employee of

center/agency. I certify that the applicant is currently working directly with children in a classroom on a consistent and continual basis at least 20 hours a week (or 15 hours a week if an aide, assistant or working in a CSPP-Part-day). To the best of my knowledge, the applicant meets the requirements of participation in Cycle 18A of the Investing in Early Educators Stipend Program. **I understand that the stipend he/she receives is in addition to his/her annual salary, and I certify that current salary and salary advancement will not be negatively affected by this incentive.**

For CDE/EESD-contracted programs: The applicant is employed in the following CDE/EESD contracted program type:

☐ Child Care and Development Center

CDE Contract #

☐ CA State Preschool Program (CSPP) Full-Day

CDE Contract #

☐ CA State Preschool Program (CSPP) Part-Day

CDE Contract #

☐ CA School Age Families Education (Cal-SAFE)

CDE Contract #

I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and belief.

Child Development Program Manager's Signature
(attach your business card)

Date _____

OR



Name of Applicant _____

Section 4. Program Manager's Certification – Please select the appropriate option. (Continued)

B. For programs that do not hold a California Department of Education/Early Education and Support Division (CDE/EESD) contract

I certify the applicant is an employee of

[illegible][illegible]

center/agency. I certify that the applicant is currently working directly with children in a classroom on a consistent and continual basis at least 20 hours a week (or 15 hours a week if an aide or assistant). To the best of my knowledge, the applicant meets the requirements of participation in Cycle 18A of the Investing in Early Educators Stipend Program. **I understand that the stipend he/she receives is in addition to his/her annual salary, and I certify that current salary and salary advancement will not be negatively affected by this incentive.**

For programs that do not hold a CDE/EESD-contract:

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As of the date of application, the enrollment in the center is children, of which children are subsidized. I have attached the most current agency provided attendance form for each subsidized child from the following agencies (check all that apply):

- ☐ Child Care Resource Center (CCRC)
- ☐ Children's Home Society of California (CHS)
- ☐ City of Norwalk
- ☐ Connections for Children
- ☐ Crystal Stairs, Inc.
- ☐ Department of Children and Family Services (DCFS)
- ☐ Drew Child Development Corporation
- ☐ International Institute of Los Angeles
- ☐ Mexican American Opportunity Foundation (MAOF)
- ☐ Options
- ☐ Pathways
- ☐ Pomona USD Child Development

I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and belief.

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Child Development Program Manager's Signature
(attach your business card and copy of the facility license)

Date _____



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Name of Applicant _____

Section 5. Applicant Certification and Signature**Sign your initials to each statement and sign and date where requested.**

1. I certify that I meet **all of the eligibility requirements** and that all of the information and documentation provided in this application is true and correct. I understand that falsification of any information and/or documentation may require the return of all stipend monies, with penalties, to the County of Los Angeles. _____ (initial)
2. I understand that I will be obligated to declare any stipend award I receive on my 2017 tax return. _____ (initial)
3. I understand that I may be required to verify my continuous employment in a child development center located in the County of Los Angeles from **August 1, 2016 through March 16, 2017** and verify completion of my coursework before a stipend can be issued. _____ (initial)
4. I understand that there is **NO GUARANTEE** that I will be awarded a stipend. Stipends will be granted depending on the continued availability of State funding and my ability to meet all of the requirements of the program. _____ (initial)
5. My Program Manager has completed and signed Section 4 of this application. _____ (initial)
6. I understand that the Investing in Early Educators Stipend Program will be evaluated, and that aggregated applicant data will be considered in that process. Some stipend recipients may be randomly selected to participate in a telephone interview. _____ (initial) ☐ I am not willing to participate in a telephone interview.
7. I understand that it is my responsibility to inform the Office of Child Care of **any changes to my address** from the time of application through **June 30, 2017**, and to provide information and documentation as requested. **Stipend checks are not forwarded. Failure to keep a current address on file will result in significant delays in receiving your check.** _____ (initial)
(Visit www.childcare.lacounty.gov and click on "Investing in Early Educator's – Stipend Program to download the Address Change Notification and W-9 Forms).

I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and belief.

Applicant's Signature

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Date



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Name of Applicant _____

Section 6. Submitting Your Application

Submit your completed original application, with supporting documents if applicable, in person or by U.S. mail, certified or Domestic Return Receipt, to:

Investing in Early Educators Stipend Program – Cycle 18A
Office of Child Care, SIB/CEO
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

You must also complete a Confidential Profile for Direct Service Participants Form (pages 7 through 10). Without this form your application is incomplete.

Application Questions?

Claudia Valle	cvalle@ceo.lacounty.gov	(213) 974-0758 (Spanish Speaking)
Elizabeth Casprowitz	ecasprowitz@ceo.lacounty.gov	(213) 974-1137 (Spanish Speaking)
Erica Weiss	eweiss@ceo.lacounty.gov	(213) 893-0504

Education Requirement Questions?

Renatta Cooper	rcooper@ceo.lacounty.gov	(213) 974-9884
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Investing In Early Educators Stipend Program**Confidential Profile for Direct Service Participants****California Department of Education, Early Education Support Division**

This program is funded through the California Department of Education (CDE), Child Development Division with Child Care Development Fund Quality Improvement dollars. The collection of this information will help to inform CDE and other stakeholders about who participates in professional development activities and inform state planning efforts.

These questions are asked for statistical reporting purposes only and the information collected will be used only for statistical purposes. Your individual information is **confidential** and no individual identifying information will be reported.

The following three questions are asked in order to allow the CDE to collect and update information each time you participate in a quality improvement training, without needing to collect your name. Individual information remains confidential and will not be reported in any way. Please complete this information each time you receive this form.

1. What is your date of birth?

		/			/				
MM			DD			YYYY			

2. In what city were you born?

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3. What are the last five digits of your social security number?

X	X	X	-	X		-				
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Education Information**4. What is your highest level of education? Please check only one answer**

- ☐ No high school diploma/No GED ☐ AA/AS (2-year college degree) ☐ Master's degree
☐ High school diploma/GED ☐ BA/BS (4-year college degree) ☐ Doctorate

5. Do you have a college degree from a foreign country?

- ☐ Yes ☐ No ☐ I do not have a degree

6. If you have a degree, please select the area that best represents the major for any degree you have attained. Please check all that apply.

ECE/Child or Human Development	Education/Psychology/Social Work	Business/Math/Science/Health	Other
<input type="checkbox"/> AA/AS/2-year college degree	<input type="checkbox"/> AA/AS/2-year college degree	<input type="checkbox"/> AA/AS/2-year college degree	<input type="checkbox"/> AA/AS/2-year college degree
<input type="checkbox"/> BA/BS/4-year college degree	<input type="checkbox"/> BA/BS/4-year college degree	<input type="checkbox"/> BA/BS/4-year college degree	<input type="checkbox"/> BA/BS/4-year college degree
<input type="checkbox"/> Master's degree	<input type="checkbox"/> Master's degree	<input type="checkbox"/> Master's degree	<input type="checkbox"/> Master's degree
<input type="checkbox"/> Doctorate	<input type="checkbox"/> Doctorate	<input type="checkbox"/> Doctorate	<input type="checkbox"/> Doctorate

7. If you hold a current California child development permit, indicate your current:

- ☐ I do not have a permit ☐ Associate teacher ☐ Site supervisor
☐ Assistant teacher ☐ Teacher ☐ Children's Center Supervision
☐ Children's Center Instruction ☐ Master teacher ☐ Program director



Print one character per box like this:

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- ☐ I do not have a credential
- ☐ Early Childhood Special Education
- ☐ School Nurse Services
- ☐ Administrative Services
- ☐ Multiple Subject
- ☐ Single Subject
- ☐ Bilingual Specialist
- ☐ Pupil Personnel Services
- ☐ Specialist Instruction
- ☐ Clinical/Rehabilitative Services
- ☐ Reading/Language Arts
- ☐ Speech-Language Pathology
- ☐ Other _____

[illegible][illegible][illegible]



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When completing this form, fill in circles and boxes like this: ● ■ Not like this: ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

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12. What is your city of employment?

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13. What is your county of employment?

L	O	S		A	N	G	E	L	E	S
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14. What is your zip code of employment?

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15. Please write in (if less than one year, write in 1):

Number of years you have been employed in the ECE field

--	--

Number of years you have been employed with your current employer

--	--

Number of years you have been employed in your current position with your employer

--	--

16. How many paid hours per week and months per year do you work at your current job, on average?

Number of paid hours per week

--	--

Number of months per year

--	--

17. How many children are currently enrolled in your classroom or program?

If you are a teacher, provide the number of children in your classroom.

If you are a director or work in a family child care home, provide the number of all the children in your program.

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18. How many children are enrolled in the following age groups? Please respond to all age groups that apply.

If you are a teacher, provide the number of children in your classroom.

If you are a director or work in a family child care home, provide the number of all the children in your program.

Less than one year

--	--	--

3 years old

--	--	--

1 year old

--	--	--

4 years old through prekindergarten

--	--	--

2 years old

--	--	--

School-age in before/after school program

--	--	--

19. Do you currently care for children who are dual language learners?

☐ Yes ☐ No ☐ Don't know

20. Do you currently care for children who have an Individualized Family Service Plan (IFSP), an Individualized Education Plan (IEP)?

☐ Yes ☐ No ☐ Don't know



Print one character per box like this:

3	A	T	N	8
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 OFFICE OF
CHILD CARE